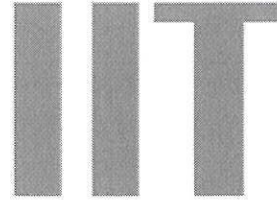


भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

कुलसचिव कार्यालय
(संस्थान क्रय प्रकोष्ठ)

Office of the Registrar
(Institute Purchase Cell)

Ref. No. IIT(BHU)/IPC/Q.E./Veh/26-27/M46/ 242

Date: 24.06.2026

Quotation Enquiry to hire vehicle(s) on monthly basis for its uses in the services for the Institute IIT(BHU)

Dear Sir(s)/ Madam(s),

IIT(BHU) is intending to hire vehicle(s) on monthly basis for its uses in the services of the Institute.

You are requested to submit your unconditional lowest rates/quotation in a sealed envelope as per **Annexure-I**, latest by **2nd July, 2026, 5:00PM** in the office of the undersigned:

| Category of Service | Vehicle Type | Type of Service | Year of Vehicle Model | Monthly Running | Earnest Money Deposit |
|--|--|-----------------|-----------------------|---|---|
| Hiring of vehicle on Monthly Basis, excluding driver | Sedan (Hyundai/ Aura/ Toyota Glanza/ Swift Dzire/ similar vehicle) | Local 24*7 | 2024 or after | 1000 kms approx. or as per the requirement of the Institute | The quotation should be accompanied by a DD for an amount of Rs. 10,000/- (Rupees Ten Thousand only) as Earnest Money Deposit drawn in favour of "The Registrar, IIT(BHU)" (Cheques shall not be accepted). Quotation received without above would not be considered and summarily rejected. The EMD shall be refunded to the unsuccessful firms after finalization of the process. |

Period of service: initially for 1 year, which may be extended for 1 year more, subject to satisfactory service report.

Yours Sincerely,

Assistant Registrar (Sr. Scale) - IP Cell



भारतीय प्रौद्योगिकी संस्थान (का.हि.वि.) वाराणसी – 221005भारत
Indian Institute of Technology (BHU) Varanasi - 221005 India

☎ : 0542-2366674, 7165056; FAX : 91-542-2368428;
e-mail : deputy.registrar@iitbhu.ac.in; ar.ipcell@iitbhu.ac.in;
Web : www.iitbhu.ac.in



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Annexure -I

**Quotation Enquiry to hire vehicle(s) on monthly basis for its uses in the services for
the Institute IIT(BHU)**

| Sl.No. | Items/Descriptions | Responses |
|--------|--|-------------------------------|
| 1 | Name of the Firm/Bidder | |
| 2 | Make of Vehicle | |
| 3 | Model & variant of vehicle | |
| 4 | Month & Year of Manufacturers | |
| 5 | Fuel used | |
| 6 | Vehicle Registration Number (copy of RC to be enclosed) | |
| 7 | Registering authority | |
| 8 | Whether the vehicle has All India Permit - Yes/No | |
| 9 | (a) Vehicle Insurance details | |
| | (b) Validity of Insurance | |
| 10 | (a) Owner of the vehicle | |
| | (b) Bidder is owner of vehicle: (relevant document) | |
| 11 | PAN of the owner (copy of PAN card to be enclosed) | |
| 12 | GST of the owner (copy of GST Registration to be enclosed) | |
| 13 | Signed declaration as per Annexure -II | |
| 14 | Signed undertaking as per Annexure - III | |
| 15 | Monthly charges (in Rs.) (excluding driver) for vehicle including fuel, maintenance, all associated expenses/charges with GST. (Toll Tax & Parking Charges will be paid extra, Payment - 100% Bill basis, the driver shall be arranged by the institute at its own end.) | Monthly charges (in Rs.) |
| | | GST @18% |
| | | Total monthly charge (in Rs.) |

Signature of the Authorized Person

Date _____

Full Name _____

Place _____

Address with seal



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Quotation Enquiry to hire vehicle(s) on monthly basis for its uses in the services for the Institute IIT(BHU)

Declaration

(on the letter head of the firm submitting the bid)

1. I, Son/Daughter of Shri Proprietor/ Partner/CEO/MD/Director/Authorized Signatory of M/s. am competent to sign this declaration.
2. I have carefully read and understood all the terms and conditions of the quotation enquiry and subsequent amendments, if any, and here by convey my acceptance of the same.
3. The information/documents furnished along with the above application are authentic to the best of my knowledge and belief.
4. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my offer at any stage besides liabilities towards prosecution under appropriate law.
5. Each papers submitted by my Company is authenticated, sealed, and signed, and take full responsibility for the entire documents submitted.
6. I/we, hereby undertake that the vehicle for which rates are quoted, is free from all **encumbrances and no case/challan is pending against it, before any authority.**
7. The prices quoted are the minimum and rates lower than this are not provided to any other organization.
8. We further specifically certify that our organization has not been Black Listed/De-Listed or put to any Holiday by any Institutional Agency/Govt. Department/Public Sector Undertaking in the last three years.
9. We also specifically certify that in the event of failure to supply vehicle on a particular day, a penalty of Rs. 1,000/- per day with deduction of charges for the day(s) shall be imposed. Further, the Institute may also consider discontinuing the work.
10. I/we hereby also certify that the quoted rate/price for supply of a vehicle to the Institute on monthly basis shall remain firm and valid throughout the contract period i.e. initially for 1 year, which may further be extended for 1 year more, subject to satisfactory service report and the same quoted rate/price without any revision.

Signature of the Authorized Person

Date _____

Full Name _____

Place _____

Address with seal



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Quotation Enquiry to hire vehicle(s) on monthly basis for its uses in the services for the Institute IIT(BHU)

Undertaking

WHERE BY UNDERTAKE THE FOLLOWING:

1. The GST levied is as per Govt. of India norms amended from time to time.
2. The vehicle offered shall be of the best quality along with accessories, and workmanship and their supply will be strictly in accordance with the technical specifications and particulars as detailed in the quotation.
3. In case of damage of the vehicle, the same should be replaced immediately with another vehicle of the same type and specified condition without any cost to the Buyer.
4. The information furnished by us in the quotation is true and correct to the best of our knowledge and belief.
5. We have read and understood the rules, regulations, terms and conditions including amendments, if any of this quotation enquiry and agree to abide by them.

Signature of the Authorized Person

Date _____

Full Name _____

Place _____

Address with seal



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